

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS User account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

GENERAL:

Year-end – We are closing in on the end of the fiscal year. It is especially critical at this time that all year-end processes are completed in a timely process. Please be sure that the Department of Budget and Finance (DBF) year-end documentation has reached all appropriate staff and has been thoroughly discussed and reviewed by all. The year-end close schedule, checklist and encumbrance request form can be found on courtnet under both the GEARS and DBF sites (links below). Adhering to the recommended actions and established deadlines will allow for a smooth, accurate and timely Judiciary close-out.

<https://mdcourts.gov/gears>

<https://courtnet.courts.state.md.us/finance/newsflash.html>

Below are the most recent “past” tasks and those tasks coming up from the checklist

FY22 Year-end Checklist

Date	Area	Action Required
Friday, June 10	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.
Friday, June 10	PTP – Purchasing	Complete all ordering and Express PO's for FY22 to allow for receipt and voucher entry by Wednesday, July 13.
Thursday, June 23	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/14/22) are due to the Family Division at cra@mdcourts.gov .
Friday, June 24	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.
Friday, June 24	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.
Saturday, June 25 and Sunday, June 26	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.
Monday, June 27	Purchasing Card	This is the cycle end date for the final P-card statement.
Monday, June 27 – Thursday, June 30	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD's to DBF jfru@mdcourts.gov .
Thursday, June 30	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY22 revenue adjustments, such as returned checks, via email to DBF jfru@mdcourts.gov .
Friday, July 1	OTC – Order to Cash	Process the June 30 deposit. It should have an accounting date of June 30.
Friday, July 1	PTP – Accounts Payable and OTC – Order to Cash	All FY23 invoice and revenue refund processing should be held until Thursday, July 14.
Wednesday, July 6	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Magistrates and Jurors from the applicable counties should be submitted to DBF.
Wednesday, July 6	Grants	AOC grant-awarding departments should submit their year-end grant accruals to DBF.
Thursday, July 7	OTC – Order to Cash	All FY22 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.

Thursday, July 7	OTC – Order to Cash	Ensure all FY22 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals (inclusive of DC appeals) and agency return of funds, to DBF via email to jfru@mdcourts.gov .
Thursday, July 7	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2022
		2. Litigants (Escrow) Bank Account Information – Please send the April – June Escrow Report, along with copies of the statements. The June statement may be sent later upon receipt.
Thursday, July 7	GL – General Ledger	Please complete any remaining FY22 journal entries in GEARS using a journal date of June 30, 2022 . Please ensure that journals are approved to allow for posting as well.
Friday, July 8	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.
Friday, July 8	OTC – Order to Cash	Circuit Court only – Deposit June’s Escrow interest to FY23 .
Wednesday, July 13	PTP – Accounts Payable	Last day to enter vouchers against your FY22 budget. Please be sure that you have processed your final petty cash reimbursement, as well as any applicable PO Box rental fees.
Wednesday, July 13	PTP – Accounts Payable	Last day for the Judicial College to process vouchers for tuition assistance completed by June 30.
Wednesday, July 13 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2022.

Wednesday, July 13	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to JFBU@mdcourts.gov .
Thursday, July 14	PTP – Purchasing	All PO's from FY22 and earlier years are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.
Thursday, July 14	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY23 invoices and FY23 revenue refunds.
Monday, July 18	Grants	AOC grant receiving departments should submit their year-end grant reconciliation worksheet to DBF for review.
Friday, August 5 (approximately)	PTP – Purchasing	PO's that were rolled into FY23 and encumbered or accrued from FY22 or earlier will be available for use. A notification will be sent when processing can resume against the PO's.

If you should have any questions regarding year-end, please reach out and ask.

Thank you,



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